

**Sent:** Thursday, October 14, 2010 3:25 PM

**To:** OSC.SCD.Chief.Financial.Officers.CFOs; OSC.SCD.Fiscal.Contacts.NCAS.and.Interface

**Subject:** Upcoming NCAS System Changes

THIS E-MAIL PERTAINS ONLY TO AGENCIES THAT USE THE NORTH CAROLINA ACCOUNTING SYSTEM

In support of Executive Order 4 – NC OpenBook , the Office of State Budget and Management (OSBM) has created new requirements to track spend related to federal awards, NC grants, and bids. These new changes require the Office of the State Controller to implement the following enhancements to the North Carolina Accounting System beginning November 2010.

#### ***Federal Award Number***

A requirement for purchases and payments against American Recovery and Reinvestment Act (ARRA) federal awards in both the NC E-Procurement and NCAS applications is the proper registration of ARRA Centers with OSBM. OSBM is automatically registering all ARRA awards for agencies; however, the agency must complete the New Center Form before the award will be available in NCAS

([http://www.osbm.state.nc.us/files/forms/New\\_center\\_ARRA\\_June2009.xls](http://www.osbm.state.nc.us/files/forms/New_center_ARRA_June2009.xls)). **If the appropriate ARRA Center has not been established with OSBM and in NCAS, users will not be able to submit any transactions using American Recovery and Reinvestment Act (ARRA) funding.**

A new prerequisite for purchases and payments against non-ARRA federal awards in both the NC E-Procurement and NCAS applications will be the proper registration of a federal award in OSBM's Federal Grants Registry ([http://cris.state.nc.us/cris\\_logon.html](http://cris.state.nc.us/cris_logon.html)). Established users of the Community Resource Information System (CRIS) system will log on and see a new option to "Register a federal grant". Beginning in November, transactions made through NCAS using non-ARRA federal funding will require the associated federal award to be registered through OSBM's Federal Grants Registry application. **If a non-ARRA federal award has not been registered in the Federal Grants Registry, users will not be able to submit any transactions using that award.** This change is being made to improve NC OpenBook reporting and tracking of state spending related to federal awards.

#### ***Grant IDs***

OSBM has also changed the process for the identification of state grants to non-government entities by adopting a system-generated Grant ID. The Grant ID replaces the previously used 15 character Grant Information Center (GIC) ID. All state grants must be registered in OSBM's [NCGrants.gov](http://NCGrants.gov) website, in order to successfully submit NCAS transactions. **If the state grant has not been registered on the [NCGrants.gov](http://NCGrants.gov) website, users will not be able to submit any transactions using state grant funding to non-state entities.**

#### ***Bids***

Users will also have the ability to capture Bid information on NCAS Purchasing and Accounts Payable transactions. Valid Bid identifiers will be established using data from the Department of Administration's Interactive Purchasing System, as well as information on IT contracts from the Office of Information Technology Services.

### ***NCAS Identifiers***

Due to limited space on the NCAS transaction processing screens, users will be required to use 4-character NCAS identifiers when entering transactions to represent the new data elements mentioned above. A new inquiry screen will be available in NCAS to help users determine the correct 4-character NCAS identifier to use for each Federal Award, NC Grant, and Bid. In addition to the new inquiry screen, reports will be available listing the valid NCAS Identifiers for each agency. The enhancements will allow for entry of these NCAS identifiers on Purchasing, Accounts Payable (including employee advances and reimbursements), and P-Card transactions.

### ***User Action Required***

For seamless processing of your transactions, you should confirm that the non-ARRA federal awards you utilize have been added to the Federal Grants Registry, that a new center request has been completed for all ARRA federal awards, and that appropriate state grants to non-government entities have been entered into the NC Grants website prior to the implementation of these changes.

Additional information related to the final schedule for these changes will be communicated in the next two weeks. User procedures are being prepared to assist in understanding the functional changes and will be sent to all users on Monday, October 25<sup>th</sup>. If you have any questions related to the upcoming changes, please contact Clayton Darnell at [clayton.darnell@osc.nc.gov](mailto:clayton.darnell@osc.nc.gov) or 919-707-0611.